

Signage

Required signage includes a permanent room identification sign ("Copy Room – Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Electrical

Electrical should be adequate for production equipment.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Binding Machine	1	0	0
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Collator	1	0	0
Copier, B&W Freestanding	1	50	50
Copier, Color Freestanding	1	50	50
FAX Machine, Desktop	1	0	0
Garbage Bin, Interior	1	15	15
Paper Cutter	1	0	0
Preparation Counter	1	55	55
Recycling Bin	1	15	15
Stool	1	0	0
Storage Cabinet	1	18	18



Functional Activity

The Library Director's Office is where the library's programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The Library Director's Office will often be used to greet and meet with VIPs, including donors, government and library board officials, and corporate partners. It serves as the resolution of last resort for staff and public as well as the first point of press contact. Dignity, comfort, and integrity are key to the success of its design.

Occupancy

STAFF OFFICE WORKSTATIONS: 1
Visitor Seats: 4

Relationships

The Library Director's Office must be adjacent to the Reception & Waiting Area and the Assistant Library Director's Office. Patrons and visitors should be able to access the Library Director's Office without going through any back of house spaces. It might be in the proximity of the Public Entrance and Lobby.

ADJACENT:

Assistant Library Director's Office
Reception & Waiting Area

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with shades or other light control devices. Staff areas may have operable windows.

Finishes

The Library Director's office must have high-quality finishes and materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering with acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Library Director's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Library Director" or "City Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Electrical

See Telecommunications.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Calculator	1	0	0
Chair, Library Director's	1	0	0
Chair, Visitor's	4	0	0
Computer, Staff Desktop	1	0	0
Desk, Library Director's	1	80	80
File Cabinet, Lateral (Five Drawer)	1	20	20
Lamp, Desk	1	0	0
Presentation Center	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Printer, Laser (Color)	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves	1	14	14
Table, Conference	1	65	65
Telephone, Portable/Wireless Handset	1	0	0
Waste Basket	2	4	8



Functional Activity

The Reception and Waiting Area is the first space that visitors to the library's administrative offices will enter. The space, which will provide visitors with a comfortable place to sit after they have been greeted by the receptionist, should be immediately visible when arriving on the same floor as the administrative offices. This area will also serve as the office for the Library Director's Assistant and will function as the business office.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Visitor Chairs: 4

Relationships

This space should be close to the Library Director's and Assistant Library Director's offices, and the File and Copy Room. The Reception and Waiting Area, as well as the administrative office complex in general should be in the proximity of the Staff Entrance and Lounge, or at least access to those areas should be relatively easy.

CLOSE:

Assistant Library Director's Office
Library Director's Office
File and Copy Room

PROXIMITY:

Staff Entrance
Staff Lounge

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Natural light is desirable as long as it does not create glare. Exterior windows in staff areas should be provided with shades or other light control devices. Staff areas may have operable windows.

Finishes

The appearance of this space is extremely important since it will be the public's first impression of the library's administration area. The impression must reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering with acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet tile or carpet with enhanced backing (No carpet pad permitted)

Access

The Reception and Waiting Area will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the



nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is not a particularly noisy area, but there may be conversations between the receptionist and the public. Standard acoustical dampening strategies should be employed to keep the sound generated here from spreading to other areas in the Administration Division.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the desk top. The reception desk should be highlighted to draw patrons to it automatically. A table lamp in the seating area will help to provide a comfortable atmosphere.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This space which is supervised by the administrative staff, requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If it is the entrance to the Administrative Division, it might also include a separately zoned alarm system which can be set when the staff leaves for the night.

Signage

Required signage includes a permanent room identification sign ("Library Administration") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Electrical

See Telecommunications.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	1	0	0
Chair, Visitor's	4	15	60
Coat & Hat Rack	1	20	20
Computer, Staff Desktop	1	0	0
Desk, Secretarial W/ Return	1	60	60
File Cabinet, Lateral (Four Drawer)	2	20	40
Lamp, Table	1	0	0
Printer, Laser (B&W)	1	0	0
Table, End	1	12	12
Telephone, Portable/Wireless Headset	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Adult and young adult library patrons will browse through attractively displayed media shelving units. AV materials for children are located in the Children's Library.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing the Circulation Desk. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing

CLOSE:

Children's Library
Circulation Services
Library Entrance

DIVISION SPACE SUMMARY**Sq. Ft.****AV Collection & Seating****2,514****TOTAL:****2,514**

Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials to checkout for home use. Patrons will be able to check the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV Collection.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role.

Occupancy

READER SEATS: 6

TECHNOLOGY WORKSTATIONS: 2

Collections

Adult Audio Book Cassette

Adult Audio Compact Disc

Adult CD-ROM

Adult DVD

Adult Video Cassette

Relationships

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the Library. The AV Collection Area should be visible from the Children's Room and very close to the New Book Display and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Book Display

CLOSE:

Children's Entrance (Interior)

Circulation Desk

Public Entrance & Lobby

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls; Hanging track;

Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual area.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be



wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the worksurface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	2	12	24
170 Audio Book Cassette			
Audio CD "Spinner" W/ 4 Rotor Towers	2	70	140
1870 Audio Compact Disc (CD)			
CD-ROM "Spinner" W/ 4 Rotor Towers	1	70	70
930 CD-ROM			
DVD "Spinner" W/ 4 Rotor Towers	3	70	210
3008 DVD			
Video Cassette "Spinner" W/ 4 Rotor Towers	26	70	1,820
6160 Video Cassette			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	2	35	70
Chair, Reader's	4	0	0
Chair, Task	4	0	0
Computer, Public Desktop	2	0	0
Table, Reader's	1	80	80
Technology Carrel	2	50	100



FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books and topical displays. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library

CLOSE:

Children's Library
Circulation Services
Library Entrance

PROXIMITY:

Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
New Fiction Browsing Area		334
TOTAL:		334



Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. Overall, this area should have the appearance and feel of a retail marketing space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 7

TECHNOLOGY WORKSTATIONS: 2

Collections

Adult Browsing

Relationships

The New Book Display Area should be HIGHLY VISIBLE, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet



with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The New Book Display Area will be accessible by means of a 36" aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. This area will begin the transition to other areas of the library which provide a quieter atmosphere. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.



Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle SF 58"H Bookstore Display Shelving	7	23	161
95 New Books (Face Out)			
42" Aisle SF 82"H Bookstore Display Shelving	1	23	23
95 New Books			
<u>Description of Furniture & Equipment Units</u>			
Bench (2 Person)	3	15	45
Chair, Lounge	1	35	35
Computer, Public Desktop	2	0	0
Technology Carrel	2	35	70



FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

NCPL's highest priority is Children's Services.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room.

The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

The entrance to the Children's Library should be very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

CLOSE:

Audio-Visual Library
Library Entrance
Browsing
Circulation Services

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Children's AV Collection & Seating	1,240
Children's Collection & Seating	1,323
Children's Desk	184
Children's Entrance (Interior)	N/A
Children's On-line Public Access Catalog (OPAC)	150
Children's Reference Collection & Seating	360
Children's Rest Room	N/A
Children's Workroom	607
Family Literacy Center	620
Juvenile Collection & Seating	1,717



Parenting & Teachers' Collection & Seating

231

TOTAL:

6,432



Functional Activity

To make literature as appealing to children as possible the Children's Department strives to offer stories in diverse and entertaining formats. Audio visual formats provide children choice not only in the type of stories, but also the means by which they experience the story contents.

This space will house the audio-visual collections for children and juveniles. Portions of the collections may be displayed face-out in an attractive manner and should be highlighted to attract children and parents. Media may be checked-out for use at home.

Occupancy

CHILDREN'S READER SEATS: 2

CHILDREN'S TECHNOLOGY WORKSTATIONS: 10

Collections

Children/Juvenile Audio Cassette

Children/Juvenile Audio Compact Disc

Children/Juvenile CD-ROM

Children/Juvenile Video Cassette

Relationships

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:

Children's Entrance (Interior)

CLOSE:

Children's Desk

PROXIMITY:

Children's On-line Public Access Catalog (OPAC)

Flexibility

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption and display;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5'



in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this may be a very noisy area, an effort should be made to keep the noise generated in this space from spreading throughout the Children's Library. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access



and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the Children's Room Staff. Sight lines from the Children's Desk to the Children's AV Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, and Children's Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
Audio Cassette "Spinner" W/ 4 Rotor Towers 280 Audio Cassette	1	70	70
Audio CD "Spinner" W/ 4 Rotor Towers 560 Audio Compact Disc (CD)	1	70	70
CD-ROM "Spinner" W/ 4 Rotor Towers 180 CD-ROM	1	70	70
Video Cassette "Spinner" W/ 4 Rotor Towers 2240 Video Cassette	7	70	490
Description of Furniture & Equipment Units			
Chair, Child's Lounge	2	20	40
Chair, Technology Workstation	20	0	0
Computer, Public Desktop	10	0	0
Headphone, AV	10	0	0
Technology Carrel	10	50	500



Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. An appealing, diverse and indepth materials collection is critical support to the success of the Children's Department outreach and programming. Reader's advisory, reference and story time would be extremely difficult, if not impossible without a strong print collection.

This space will provide seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

CHILDREN'S READER SEATS: 17

CHILDREN'S TECHNOLOGY WORKSTATIONS: 1

Collections

Children's Easy Readers

Children's Picture Books

Children's Spanish Language Picture Books

Children's Spanish Language

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Desk

CLOSE:

Children's Entrance (Interior)

PROXIMITY:

Children's AV Collection & Seating

Children's On-line Public Access Catalog (OPAC)

Children's Rest Room

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This may be a very noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications



Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Desk. Sight lines from the Children's Desk to the Children's Collection & Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 6545 Children's Picture Books	19	18	342
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3990 Children's Easy Readers	12	18	216
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3040 Children's Spanish Language	17	12	204
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3705 Children's Spanish Language Picture Books	13	12	156



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Child's	12	0	0
Chair, Rocking	1	20	20
Computer, Public Desktop	1	0	0
Sofa (2 Seat)	2	55	110
Table, Children's	3	80	240
Technology Carrel	1	35	35



Functional Activity

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance. The staff of the Children's Department are a key ingredient in children's success in using the Library's materials and services. The prevailing atmosphere is one of warmth and friendliness. The Children's Desk is the heart of this division and should embody the ideal of warmth, friendliness, approachability and a welcoming demeanor.

The staff will have access to the on-line catalog, CD-ROM resources, and the Internet from their work stations at the desk as well as ready reference print collections. While there will be seating available for the Children's librarians, they will not spend much time sitting here, but instead will be walking between the desk and the OPAC cluster, as well as the reference, children's and juvenile collections. This space should be less of an imposing "desk" and more of a user friendly interface which will encourage contact between the library's staff and children and their parents. There should be an obvious "line" behind which patrons should not come, but the "desk" and the staff member should be eminently approachable, and the workspace should facilitate the exchange of questions.

The Children's Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Collections

Children's Ready Reference

Relationships

The Children's Desk must be visible from the entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections as well as the Children's Program Area and Children's Workroom. The Children's Rest Rooms are also supervised from the Children's Desk.

ADJACENT:

- Children's Entrance (Interior)
- Children's On-line Public Access Catalog (OPAC)
- Children's Reference Collection & Seating
- Children's Workroom

CLOSE:

- Children's AV Collection & Seating
- Children's Collection & Seating
- Children's Office
- Parent & Teacher Collection & Seating

PROXIMITY:

- Children's Program Area
- Children's Rest Rooms
- Juvenile Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that



end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

COUNTERS:

Plastic laminate

Access

The Children's Desk will be accessible by means of a 36" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the worksurface. The Children's Desk should be highlighted to attract children and parents to this service point. Lights in this area must not create a heat buildup. Light controls for the Children's Library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location. The staff should be able to control entry into the Children's Rest Room electronically from this location.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance. This directional sign ("Children's Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and



must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	2	12	24
95 Children's Ready Reference			
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	2	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
Printer, Ink-Jet (Color)	1	0	0
Telephone Handset	1	0	0
Workstation, Children's Desk	2	80	160



Functional Activity

The National City community is filled with youth who are hungry to feed their minds. Day after day, these children visit the Library searching for ways to become more involved in learning. The Children's Department seeks to give these children a positive experience with books and reading so they develop a lifetime pattern of reading. To reflect this purpose the entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays. There could be both adult and child-sized entrances into the Children's Library. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:

Children's Desk
Children's On-line Public Access Catalog (OPAC)

CLOSE:

AV Collection & Seating
Circulation Desk
New Book Display
Public Entrance & Lobby

PROXIMITY:

Children's Rest Room

AWAY:

Reference Collection & Seating
Young Adult Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display

FLOOR:

Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doormats must be securely



attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

This area will be supervised by the staff at the Children's Desk. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Children's Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library's entrance or lobby. This directional sign ("Children's Library") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Children's Room Open at Noon"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Case, In-Wall Display	1	0	0
Sign, Announcement	1	0	0

